

Unit : Personnel Office  
Chief : Mr. George E. Malone  
Symbol : PERS  
Mission : The Personnel Office develops and administers the Agency's personnel program, including the formulation of personnel policies and regulations, advising and assisting operating officials on all matters of personnel administration, evaluating all phases of personnel management in the Agency, and providing a variety of personnel and related services for Agency personnel and components.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. One copy (plus one copy for each individual affected) of each cable described below is distributed to the Personnel Office.

- (1) Cables concerning staffing requirements, estimates, or T/ 's.
- (2) Cables concerning personnel assignment or slotting.
- (3) Cables relating to the personal status of staff agents, contract agents and contract employees.
- (4) Cables relating to the personal status of Agency military personnel.
- (5) Cables concerning personal service contracts, including covert contracts.
- (6) Cables concerning promotions, transfers, rotation, home leave, and tours of duty.
- (7) Cables concerning allowances and differentials, insurance, claims, or injury, illness, or death of Agency personnel.
- (8) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cardfile as being of interest to the Personnel Office.
- (9) Cables requesting and granting current travel clearances.
- (10) Cables reporting or requesting information on shipments of personal effects.
- (11) Cables concerning the RTD and STA of Agency personnel.
- (12) Cables concerning travel orders.

(13) Cables requesting procedural and policy guidance on travel and travel clearance matters.

(14) Cables relating to staff personnel travel when such travel necessitates Headquarters processing.

b. Initially, no distribution is made to the Personnel Office on cables described below. Copies of these cables may be made available upon approval of the DS/P or the action unit.

(1) Cables bearing indicators which by direction limit distribution to specific offices among which Personnel is not named.

(2) Cables containing operational or operational administrative information.

**2. DELIVERY INSTRUCTIONS.**

a. Cables are delivered to:

Personnel Office Room 22-223 Curia Hall

### 3. CABLE LIAISON OFFICERS.

a. Principal -  25X1A

b. Alternate -